

CHECKLIST

Performance Contract Checklist

Cover sheet

- ☐ Is correct coversheet attached? Select A, B, or C below
 - A) SES
 - B) T42/SBRS
 - C) General Schedule Supervisors and Managers
- ☐ Are the employee, rater, and (where applicable) reviewer names correctly indicated?
- ☐ Are signatures annotated?
- ☐ Are the correct appraisal cycles and dates indicated?

Plan content

- ☐ Does the employee's contract demonstrate that end- and intermediate-outcomes, management improvement initiatives, and outputs are derived from those of the supervisor's?
- ☐ Is the contract shell used?
- ☐ Is the IC mission annotated?
- ☐ Are the NIH end-outcomes stated? Use both (No. 2 and 3) from One-HHS Outcome Goals)
 - Improve health outcomes
 - Enhance healthcare quality and treatment
- ☐ Are intermediate outcomes stated?
- ☐ Are management improvement initiatives included?
 - See One-HHS Management Objectives
- ☐ Are measurable outputs indicated?
- ☐ Is the correct EEO element included?
 - SES, SBRS, T42 executives
 - All other (General Schedule/T42 below Division level)